

## Detailed Automated Carryover Procedures For the Finance Office

The RA module has been upgraded with enhanced functionality which allows the Finance Office to use the module to automatically calculate the available unfilled customer order and advance balances at the end of the fiscal year and mass transfer these balances into the next fiscal year. This process automatically generates the transactions necessary to reduce the existing unfilled customer order, establish the unfilled customer order in the new fiscal year, and also generate any corresponding positive and negative unbilled collection transactions to transfer the remaining advance amount into the new fiscal year. It also provides the FO users the ability to modify or delete records prior to approving the year end carryover amounts. The automatic generation of carryover transactions only applies to transfers within a reimbursable agreement and does not include projects that are excluded from the WIP process (RSFF projects).

The FO should follow these steps to run the automated carryover process:

1. Verify that there are no outstanding WIP transactions that need to be reviewed and sent to the AR module.
2. Print the RADG107 Reimbursable Agreement Unmatched Cost Report.
3. A current copy of the billing report should also be printed if the carryover process is not started immediately after the previous month's close.
4. The individual carryover batches are processed by bureau and fund code like the WIP process. **One** user should enter the following values on the **Carryover Process** tab of the **Carryover Balance Transfer Screen** (RADG010) to kick off the carryover process:

<b>Carryover Process</b>	
Bureau Code:	<b>14</b> for NOAA; <b>13</b> for BIS
Fund Code:	<b>5, 6,</b> or <b>7</b> for NOAA; <b>4, 5,</b> or <b>24</b> for BIS
All Fund Code Fiscal Year	Click on box to check for Yes
Fund Code Fiscal Year From To	<b>1995</b> <b>2005</b>
<b>Default Values</b>	
To Fund Code Fiscal Year	<b>2006</b>
GL End Date	Double click and select current GL period
Default Order No	<b>2006-01</b>
Click on the <b>Process</b> button to run the process.	

5. Check the **Process Log** tab periodically until the Status column reads "Batch Process Complete," Finish column has a Y, and the Error column has a N. Along with the usual WIP-type Warning lines about costs exceeding the available order amount, there should be two successful messages: "The WIP allocation process ran successfully for

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unallocated costs.” and “The WIP allocation process ran successfully for undelivered orders.” The WIP warning messages will help alert the user to look for possible unmatched costs.

6. Print the **Carryover Before Approval Report** as follows:

- a. Double clicking on the appropriate batch line on the RADG010 **Process Log** tab.
- b. When the **Batch Process Result** screen is displayed, click on the Printer icon in the toolbar.
- c. The check boxes will appear as checked so that the report will include the posted as unapproved manual transfer records, the carryover order report, and the carryover advance report (for advance funds).
- d. Click on the **Run Report** button.

The report is in two sections: one for the unfilled customer orders and a second section for the advances (for advance funds). Within each section, the agreements that are grouped together by those posted as approved and those posted as unapproved. Each order listed under the agreement is displayed with the following amount columns:

- a. Cumulative Order Amount: Based on the last WIP run, this column equals the total of the available order amount from the last WIP plus the Billed WIP amount (displayed on RADG002) minus the CY WIP costs.
- b. Billed Amount: This is the total Billed WIP amount displayed on the RADG002.
- c. Unreleased Amount: This amount equals the Unreleased WIP amount displayed on the RADG002.
- d. Undelivered Order Amount: This column equals the agreement’s percentage of the project’s undelivered orders.
- e. Unallocated Cost Amount: This is the agreement’s percentage of costs accrued since the last WIP run.
- f. Order Balance: This column is the total of the Cumulative Order Amount minus the Billed Amount minus Unreleased Amount minus Undelivered Order Amount minus the Unallocated Cost Amount.

For the advance funds, the columns in the advance section are the same except Cumulative Advance Amount replaces Cumulative Order Amount and Advance Balance replaces Order Balance.

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7. The number of records on the RADG010 screen makes it impractical to view the records on line. The **Carryover Balance Transactions Report (QR0064)** has been developed to provide the user with a printed copy of the information on RADG010. The report is in LO and project order suitable for FO use and can be printed by the FO as a quick report (QR0064). To aid in reconciliation, the report also displays any error messages associated with each line item. Corrections identified in the carryover verification described in step 9 below can be marked on this report and the user can then access RADG010 to update multiple records at one time.

8. The carryover may include some records that have negative billed or unbilled amounts from the WIP process which will create inaccurate carryover amounts. To assist in readily identifying these records, the **Carryover Negative Amount Report (QR0066)** has been developed. This report will also be run by the FO as a quick report (QR0066).

For FO use, this report can be run by LO and sorted by project. It lists the agreement number, unfilled customer order number, the RADG003 control number, RADG010 Line number, order amount, billed amount, unreleased amount, undelivered order amount, and balance amount.

9. Using the reports described above, the project folder, the billing report, and the LO cash carryover spreadsheets, check the carryover numbers on the **Carryover Balance Transactions Report (QR0064)** starting with the non-advance funds:

a. Scan the report for errors that the “order to” fund code fiscal year is not within the period of performance for the agreement.

1) If the documentation in the project folder indicates that the agreement does extend into the next fiscal year, correct the RADG002 and answer Yes to refreshing the customer order.

2) After all users have completed the corrections for a particular batch, **one** user will rerun the batch as outlined previously in step 4.

3) In those cases where the period of performance on the RADG002 is correct but it does not extend into the new fiscal year and there is an order or advance balance, the automated carryover process will create an unapproved transfer transaction on the RADG009 screen. These records will be displayed on the report described below in step 15.

b. Verify that the Order Transfer Amount equals the amount that remains on the order to be billed based on the documentation in the project folder. This is the carryover amount that will be transferred from the old fund code fiscal year order to the new fund code fiscal year order by the carryover process.

1) If the Order Transfer Amount on the report matches to the project folder, check to make sure both the Trans and Post Flags are Y on the report.

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2) If the Order Transfer Amount on the report does not match to the project folder, this project/agreement/order will need further research and will not be included in the automated carryover process. Note on the report that the Post Flag should be changed to N on the RADG010 (see step 10).

c. Verify that the Advance Transfer Amount equals the amount of the advance in the Advance/Unbilled Cost column of the billing report. This is the amount that the carryover process will transfer out of the old fund code fiscal year into the new fund code fiscal year.

1) If the Advance Transfer Amount on the report matches to the advance amount on the billing report, check to make sure that the Trans and Post Flag are both Y. There may be multiple agreements on a project that will need to be added together to equal the advance amount on the billing report.

2) If the Advance Transfer Amount on the report does not match to the billing report, this project/agreement/order will need further research and should not be included in the automated carryover process. Mark the Post Flag as N on RADG010.

d. Verify that the advance project balances equal the cash carryover spreadsheet amounts that have already been sent to the Budget Office.

1) If the amounts match, check to make sure that the Trans and Post Flags are Y.

2) If the amounts do not match, this project/agreement/order will not be included in the automated carryover and should be set aside for need further research. Mark the Post Flag as N on the RADG010.

Both the order transfer amount and the advance transfer amount (for advance funds) must be correct to have that line item approved and posted by the automated carryover process.

e. Verify that the error message stating that the order and advance balances are less than or equal to zero agrees with the project folder and the billing report. These records will have no carryover to post and both the Trans and Post Flags will be N.

f. The agreement/order combinations listed on the Carryover Negative Amount Report described in step 8 should have the Trans and Post Flags changed to N.

g. The RADG107 Reimbursable Agreement Unmatched Cost Report should also be reviewed to determine if the project's carryover amount needs to be adjusted to allow for prior year unmatched costs. If there are unmatched costs on the project, mark this project for further research. The Trans and Post Flags should be changed to N on RADG010.

h. NOAA business rules state that TWA records should be formalized or voided by the end of the fiscal year, but there are no formal module edits to enforce voiding the records. Any TWA record left active at the time of carryover will be included in the

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carryover process calculations. For these records, the Trans and Post Flags should be changed to N on RADG010 so that further review can be done on these records.

10. The user should access the RADG010 screen to enter the changes recorded on the Carryover Balance Transactions Report as follows:

<i>Steps</i>	<i>Action</i>
1	After opening the RADG010 screen, click on the <b>Process Log</b> tab.
2	Position the cursor anywhere on the line that corresponds to the batch that you are reviewing and double click.
3	At the <b>Batch Process Result</b> screen, click in the Process Result block of the screen and then click on the Query icon in the toolbar at the top of the screen.
4	In the <b>Process Result</b> block of the screen, enter the line number from your report. Click on the Execute Query icon in the toolbar at the top of the screen. Note: The user can also query on other fields.
5	Enter your changes and click on the Save icon in the toolbar or answer Yes to the prompt "Do you want to save your changes?".
6	Repeat for steps 3-5 for each line to be changed.

More than one user can enter changes on the RADG010 screen at the same time. As in other transaction screens, users will receive the standard reservation error message if two users try to access the same record at the same time.

11. Once the FO has reviewed, and made any necessary changes, all of the records in a single batch, the batch can be approved as follows:

a. **One** FO user should double click on the RADG011 screen and highlight the line corresponding to the batch number to be approved.

b. Click on the **Approve** button located to the right of the highlighted line.

***Note:** A batch can only be approved once. If the user attempts to approve a batch for a second time, an error message indicating that the batch has already been approved will be displayed.*

12. Check the screen periodically until the Status column reads "Approval Completed," and the Error column has a N. Along with the usual WIP-type warnings about costs exceeding the available order amount, there should be two successful messages: "The WIP allocation process ran successfully for unallocated costs." and "The WIP allocation process ran successfully for undelivered orders." Even though approval of a batch has been successfully completed, there may be individual transactions with errors that could not be approved. The report described in step 14 has been developed to help identify these records for further analysis.

13. After the approval process has finished, the user can highlight the batch line and click on the **Printer** icon in the Toolbar. The **Carryover After Transfer Approval Report** parameter screen will be displayed. The user determines the level for the

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acceptance organization (from 1-7). The system default is to have all of the check boxes checked so that the report will include posted unapproved manual transfer records, carryover order report, and carryover advance report.

The format of the information displayed on this report is similar to the Carryover Before Transfer Approval Report except that in this report the agreements are separated into approved and unapproved transactions. The agreements are grouped within these two sections by the acceptance organization entered on the RADG002.

14. In addition to this report, the FO will run the **Carryover Batch Approval Error Report (QR0065)**. This report has been developed as a quick report to assist FO users in identifying those records that cannot be approved during the carryover process. It is sorted by project and agreement so that each FO staff member can have access to the projects covered by the line office they support. This report prints the agreement, order and the error message generated by the approval process of the specified carryover batch.

15. The **Carryover Transfers Report (QR0063)** will also be printed at this time by the FO. This quick report has been developed to provide a printed list of all approved or unapproved manual balance transfer records (RADG009) created by the system through the automated carryover process. It lists the RADG009 transactions along with the Transaction Number for ease in querying for the transaction. In addition, the report is sorted by LO and project so that each FO staff member can have access to the projects under the line office they support. The FO will need to manually modify or delete each of these transfer transactions.

16. The user can review the transactions that are created from the automated carryover process by following these steps:

a. To review the transfer of the order balance:

1) Using the Carryover After Transfer Approval Report from step 13, locate the "To CO Control Number."

2) On RADG003, query for the previous year's order using the To CO Control Number.

3) A negative transaction is created for the amount of the carryover. The entry type will say "CARRYOVER." This reduces the order to an amount equal to the billed and unreleased amounts.

4) Copy the agreement number and query on the same agreement number and the order number of "2006-01."

5) A new carryover transaction is created with the entry type of "CARRYOVER." The new order transaction amount should equal the negative amount described above.

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b. To review the transfer of the advance balance:

- 1) Using the Carryover Transfers Report from step 15, locate the RADG009 Transaction Number for the agreement transaction.
- 2) On RADG009, query using the Transaction Number.
- 3) On RADG009, locate the From and To Posted Receivable Numbers for the collection.
- 4) On AR009, query using the From Receivable Number to locate the negative collection for the prior fiscal year order.
- 5) On AR009, query using the To Receivable Number to locate the positive collection for the new fiscal year order.

17. In those cases where an order (such as 2006-01) has already been established for the agreement in the new fiscal year before the carryover process has been run, any available carryover for the same agreement from prior years will be added as a modification to the existing order. A new order is not created.

18. The automated carryover process allows for multiple orders on an agreement to be carried over into one order for the new fiscal year. Each order balance is calculated individually as described above. A single order for the new fiscal year is generated with separate modifications to add each order balance that is carried forward. For advance funds, the corresponding RADG009 transactions would also be generated to transfer the available advance balances.

19. The results of the carryover process will be provided to the Line and Budget Office through spreadsheets or other reports.

20. Any discrepancy in the carryover amount that is identified by the Line Office must be validated and presented to the Finance Office for consideration on a case by case basis.

The Detailed Carryover Reconciliation Procedures for the Finance Office have been developed to assist users in the additional research that will be necessary for those cases where the automated carryover number does not match to the billing report and FO project folders.